

**UNIVERSITY OF FLORIDA  
COLLEGE OF HEALTH AND HUMAN PERFORMANCE**

**Department of Tourism, Recreation, and Sport Management**

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HHP email: TBD

4H Yon Hall

MWF 9:35 a.m. – 10:25 a.m.

MWF 10:30 a.m. – 11:30 a.m.

Office

Class Meeting Time

Office Hours

**SPM 4154 C, Section 2814  
Administration of Fitness and Sports Programs**

**I. Course Description**

This course will provide an examination of the problems and procedures involving the administration of Fitness and Sports Programs. Emphasis of this course will be on understanding the administrator's role in a variety of settings. Computer Applications in Administration, Organizational Design, Personnel Management, Decision-Making, and Fiscal Procedures will be among the major areas covered.

**II. Text**

**REQUIRED**

Johnson M.D., Spencer. Who Moved My Cheese? New York: G.P. Putnam's Sons. 1998.

Stier, W.F. Managing Sport, Fitness, and Recreation Programs. Boston: Allyn & Bacon. 1999.

**III. Instructional Methodology**

The following methods will be used in the course:

- A. Class lecture and discussion
- B. Supplemental reading assignments
- C. Development of training materials
- D. Presentations of student research projects
- E. Computer software

**IV. Evaluation**

A. Assignments =		350
Motivational Quote	10	
Goal Setting	20	
Resume & Letter	50	
Twenty One Day	10	
Attend Student Organization Meeting	30	
Time Management	10	
Article Review & Presentation	40	
Power Point & Excel	30	
Participation on Text Discussion	10	
Self Improvement Book Review	100	
Budget	20	
Facility Maintenance Inspection	20	
B. Attendance		100
C. Group Project		150
D. Exams (50 pts. each)		200
E. Final Exam		200

1000

**V. Course Content**

See course calendar.

**VI. Observe Academic Honesty**

The instructor expects and will enforce a strict policy of academic honesty. Academic honesty policies for the University are summarized in the undergraduate catalog. Cheating, plagiarism, or knowingly furnishing false information are examples of dishonesty and will result in failing the course. Any student found guilty of cheating or plagiarizing will be given the failing grade of (E) for the course. In case of such an event, a written statement detailing the incident will be attached to their official College and University files.

**VII. Professionalism:**

As future professionals, each student is expected to display qualities such as punctuality in coming to class and turning in assignments, dress, attitude, working as a team on group projects.

**VIII. Attendance**

Class attendance is mandatory. The only excusable absences from class are valid medical emergencies due to sudden illness or accident. Official written documentation from a physician is required. There are no excusable absences from participation. It is your responsibility to be accounted for. Make sure you sign the daily attendance sheet. You are training to be a professional. Your future employer would expect you to be on time and on the job.

No more than three class absences	100 pts.
Four class absences	80 pts.
Five class absences	60 pts.
Six class absences	40 pts.
Seven class absences	20 pts.
Eight or more class absences	0 pts.

**Turn In Assignments on Time:**

All assignments are due at the beginning of the class period on the due date. Late assignments will receive a maximum of 50 percent of the original maximum points. Assignments will not be accepted after five school days past the due date.

**IX. Americans with Disabilities Act**

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to identify yourself to the Office of Student Services (P202 Peabody Hall). I cannot make accommodations for students who do not have a letter from the Office of Student Services and who do not inform me of what accommodations are needed.

**X. Recording Lectures**

Permission must be obtained from the instructor prior to recording any class lectures.

## References

- Appenzeller, Herb and Lewis, Guy. Editors. Successful Sport Management. 2<sup>nd</sup> Edition. Durham, N.C. : Carolina Academic Press, 2000.
- Blanchard, Kenneth, and Spencer Johnson. The One-Minute Manager. New York: Berkley Books, 1982.
- Chelladurai, Packianathan. Human Resource Management in Sport and Recreation-2nd Edition. Champaign, Ill. Human kinetics. 2006.
- Engal, Herbert M. How to Delegate: A Guide to Getting Things Done. Houston: Gulf Publishing, 1983.
- Fried, Gil, Shapiro, Steven, and DeSchriver, Timothy. Sport Finance-2nd Edition. Champaign, Ill. Human kinetics. 2008.
- Hernandez, Ruben. Managing Sport Organizations. Champaign, Ill. Human kinetics. 2002.
- Hoye, Russell, et. al. Sport Management: Principles and Applications. Oxford ; Burlington, MA : Elsevier Butterworth-Heinemann, 2006.
- Hums, Mary and MacLean, Joanne. Governance and Policy in Sport Organizations. Scottsdale, Arizona: Holcomb Hathaway, Publishers. 2004.
- Jensen, Clayne and Overman, Steven. Administration and Management of Physical Education and Athletic Programs. 4<sup>th</sup> edition. Prospect Heights, Ill.: Waveland Press, Inc. 2003/
- Masteralexis, Lisa, and Barr, Carol. Editors. Principles and practice of Sport Management -2<sup>nd</sup> Edition. Sudbury, MA: Jones and Bartlett Publishers, 2005.
- McGraw, Phillip C. Life Strategies: Doing What Works, Doing What Matters. New York: Hyperion, 77 West 66<sup>th</sup> St. NY, NY. 1999.
- Mull, Richard, Bayless, Kathryn, and Jamieson, Lynn. Recreational Sport Management-4th Edition. National Intramural Recreational Sport Association. Champaign, Ill.: Human kinetics. 2005.
- Parks, Janet, and Quarteman, Jerome, and Thibault, Lucie. Editors. Contemporary Sport Management. Champaign, IL : Human Kinetics, 2003.
- Rosner, Scott and Shropshire. The Business of Sports. Boston: Jones and Bartlett Publishers. 2004.
- Slack, Trevor and Parent, Milena. Understanding Sport Organizations: The Application of Organization Theory. 2<sup>nd</sup> edition. Champaign, IL : Human Kinetics, 2006
- Snair, Scott. Stop The Meeting I Want To Get Off! New York ; London : McGraw-Hill, 2003.
- Tharrett, Stephen and Peterson, James. Editors. ACSM's Health/Fitness Facility Standards and Guidelines / American College of Sports Medicine. Champaign, IL : Human Kinetics, 1997.
- Thompson, Brad Lee. The New Manager's Handbook. Burr Ridge, Ill.: Irwin Professional Pub., 1995.
- Tillman, Kenneth ... [et al.]. The Administration of Physical Education, Sport, and Leisure Programs. 6<sup>th</sup> edition. Boston: Allyn and Bacon, 1996.
- Zeigler, Earle, and G. W. Bowie. Management Competency Development in Sport and Physical Education. Champaign, Ill.: Stipes, 1995.